

SOLICITATION, PLACEMENT, AND SEPARATION PROCESS

Introduction

The following sets forth the process that JPL will use to solicit the Contractor for personnel resumes.

The first step in this process is the development by JPL of a job description which includes the job title, job duties, period of performance, job classification, education and experience requirements and any other data that may be relevant to a particular requirement. If the requirement is for Type II covered skills, a copy of the job description will be provided by JPL Acquisition to both Type I and Type II workforce contractors. If the requirement is not specifically for Type II skills, the job description will be provided only to workforce Type I contractors.

JPL reserves the right to limit the solicitations for any particular requirement. Security clearance requirements will limit the solicitation to those Contractors who are capable of providing personnel with an appropriate security clearance.

Submittal of Resumes

For each individual candidate proposed for a particular Contractor personnel requirement, the Contractor shall provide two (2) copies each of:

- 1) A cover letter referencing the Solicitation Number, with the individual's name, proposed job classification, job title, direct labor rate, billing rates consistent with the Contract, whether the individual is exempt or non-exempt, benefited or nonbenefited, and whether the proposal is for work to be performed at JPL or at the Contractor's facility.
- 2) A summary sheet of general information, recent salary history, and education (See attached sample, Attachment A).
- 3) A current resume describing professional capabilities, education, significant work accomplishments by date and employer.

This information is to be sent via hard copy or electronic means such as the world wide web. The Contractor shall verify the information provided on the resume prior to its submittal to JPL. The hard copy or electronic cover letters and resumes shall be submitted to the cognizant JPL Contract Negotiator or designated alternate on or before the due date set forth in the solicitation for each technical support effort personnel requirement.

The cognizant JPL Contract Negotiator or designated alternate will forward each resume to the requesting JPL organization as it is received.

The Contractor may contact the requesting JPL organization for purposes of inquiring into a particular requirement. The Contractor shall keep such contacts to a minimum.

The Contractor's Personnel Administrator shall represent the Contractor in all administrative (non-technical) aspects of the candidate's activities.

Candidate Interviews

The requesting JPL organization is responsible for reviewing the resumes submitted. Upon completion of the initial review of resumes, a determination will be made as to whether any of the individual resumes received meet the desired requirements. If a determination is made that a particular candidate appears to meet the desired requirements, a request will be made to interview the candidate. The actual interview will be arranged and conducted by a designated individual(s) from the requesting JPL organization.

Contract Work Order Issuance or Cancellation

Should the Contractor's candidate be selected, the cognizant JPL Contract Negotiator will contact the Contractor's Personnel Administrator to inform the Contractor of JPL's desire to utilize the services of that particular candidate. The process of negotiating the direct labor rate to be incorporated into an authorizing Contract Work Order (Exhibit No. 2) is then started. Upon successfully completing negotiations, a Contract Work Order will be processed for signature by JPL and the Contractor.

It is possible that the selected candidate is not already an employee of the Contractor. However, at the time the CWO is issued by JPL and accepted by the Contractor, the individual involved must be a bona fide employee of the Contractor.

In the event that a suitable candidate is not identified, JPL may request additional resumes.

JPL reserves the right to cancel any open solicitation for a particular requirement.

JPL reserves the right to fill any positions from within JPL or by any other means available to JPL.

Due to the large number of resumes received by JPL, briefings will not normally be conducted with Contractors concerning why their candidates were not selected for particular positions. Debriefings, if any, will be at the discretion of the JPL requesting organization.

New Contractor Personnel Processing

Prior to Contractor personnel reporting to work for JPL, the Contractor shall complete a copy of form JPL 2190, entitled "Affiliate Start/Separation Notice and Security Certification," a copy of which is attached and made a part of this Exhibit as Attachment B to Exhibit 1.

When access to JPL facilities is required by Contractor personnel, the contractor shall provide JPL-requested personnel access information, including a Contractor Personnel Access Request (form JPL 1943, Attachment C), attached hereto, executed by the Contractor and the person requiring access. This request shall be provided to the JPL Plant Protection Office at least 24 hours prior to the time access is required to JPL premises. JPL reserves the right to approve or deny access to its facilities, based on the response given on form JPL 1943 (Attachment C) or on other information available to JPL.

All Contractor personnel assigned to work at JPL or a JPL controlled facility must report to JPL Security prior to starting work unless otherwise approved by the cognizant JPL Contract Negotiator.

Contractor Personnel Separation Procedure

JPL will advise the Contractor when the services of a particular Contractor person are no longer needed. It shall be the Contractor's responsibility to so notify the Contractor person.

The Contractor is responsible for completing form JPL 2190, Attachment A, and form JPL 2078-S entitled, "Separation Clearance - Affiliate Personnel," a copy of which is attached and made a part of this Exhibit as Attachment D, upon separation from JPL of Contractor personnel. JPL will not approve for payment invoices for departing individuals until the "Separation Clearance - Affiliate Personnel" is satisfactorily completed.

Contractor personnel shall report to the JPL Security Group Office for checkout processing when separating. Separation checkout shall include the return of all Government property and badges, documents, and tools which may have been provided by JPL during each individual's performance under this Contract.

SOLICITATION SUMMARY SHEET
(For SCA Categories of Labor, complete I and IV only)

COMPANY:	SOLICITATION NO.:
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I. GENERAL INFORMATION

Candidate's Name: _____

Proposed Job Classification (CP, CA, or SCA Title): _____

Status: (Employee/Other Specify): _____

U.S. Citizen: Yes No Possesses a Green Card

Former JPL Employee: Yes No If yes: Month/Year): _____

Former Contractor at JPL Yes No If yes: (Month/Year): _____

Company: _____

JPL Section: _____ JPL Tech Mgr.: _____

II. RECENT SALARY HISTORY (PAST 2 YEARS)

From/To	Company	Direct Labor Rate
_____	_____	_____
_____	_____	_____
_____	_____	_____

III. EDUCATION, DEGREES:

High School Diploma/Equivalent

	<u>School:</u>	<u>Major:</u>	<u>Degree:</u>	<u>Year Awarded:</u>
Bachelors:	_____	_____	_____	_____
Masters:	_____	_____	_____	_____
Ph.D.:	_____	_____	_____	_____

IV. EXPERIENCE

Number of years of directly applicable experience: _____

Per the terms of the contract, Article 1, Paragraph 1.0, current Caltech/JPL policy is to utilize only individuals who are either actual current employees of the company providing their services or who will be employed as such prior to the start of work at JPL.

JPL		AFFILIATE START / SEPARATION NOTICE AND SECURITY CERTIFICATION		AFFILIATE BADGE #	
ACCESS TYPE: (Check one)		AFFILIATE TYPE: (Check one)			
<input type="checkbox"/> Resident, JPL Workspace Assigned: Building: _____ Room: _____		<input type="checkbox"/> Support-Effort Contractor			
<input type="checkbox"/> Resident, No Office/Workspace Assigned		<input type="checkbox"/> On-Site Service Contractor			
<input type="checkbox"/> Non-resident, Frequent Long-term Access		<input type="checkbox"/> Educational Affairs Program			
		<input type="checkbox"/> Task-Effort Contractor			
		<input type="checkbox"/> Government Employee			
		<input type="checkbox"/> Caltech Faculty, Staff, Student			
		<input type="checkbox"/> Other (Describe) _____			
START					
AFFILIATE NAME (Last, First, M.I.)				Telephone	
Address		City		State	Zip Code
Social Security No.		List Other Names Used			
Date of Birth	Place of Birth	U.S. Citizenship? <input type="checkbox"/> Yes <input type="checkbox"/> No		Alien Registration No. or Visa Type	
CLEARANCE, DATE, AND ISSUING AGENCY (If applicable)					
EMERGENCY CONTACT NAME (Last, First, M.I.)				Telephone	
Address		City		State	Zip Code
REPRESENTING (Company/Agency Name or Self)				Telephone	
Address		City		State	Zip Code
SUBCONTRACT NO.	END DATE	DURATION OF ASSIGNMENT START _____ END _____			
JOB TITLE		FLSA CATEGORY: (Check one) <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt			
JPL SUPERVISOR NAME (Last, First, M.I.)		Section	Mail Stop	Extension	
AUTHORIZATION TO START					
CURRENT DATE	AUTHORIZED BY				
	_____		_____		
	Print		Signature		
SEPARATION					
SEPARATION DATE	AUTHORIZED BY				
	_____		_____		
	Print		Signature		

JPL SECURITY

JPL 2100 R 4/08 FF

INSTRUCTIONS

AFFILIATE TYPE determines responsibility for completing this form. All contractor personnel must have the form completed and signed by the Contracting Company Security Officer. All resident government employees must have the form completed and signed by the cognizant government representative. All others must have the form completed and signed by the cognizant AA or Group Supervisor for the JPL organization hosting the individual or requesting the badge.

When the individual no longer requires access to JPL, the cognizant individual or organization must complete "Separation Clearance - Affiliate Personnel" (JPL 2078-S) and submit the form with the JPL access badge to the Security Offices at the time of actual separation. In addition, the Separation portion of this form must be completed and forwarded to the Security Office immediately thereafter.

The following describes the required entries for each block:

AFFILIATE BADGE #: Completed by the JPL Security Office.

ACCESS TYPE: Check the appropriate block. This block will affect organizational headcount and badge type.

AFFILIATE TYPE: Check the appropriate block.

START

AFFILIATE NAME, TELEPHONE, ADDRESS, CITY, STATE, ZIP CODE: Information for the individual being badged.

SOCIAL SECURITY NO.: Self-explanatory.

LIST OTHER NAMES USED: Aliases, maiden names, nicknames.

DATE OF BIRTH: Self-explanatory.

PLACE OF BIRTH: City, state, and country of birth.

U.S. CITIZENSHIP?: Check one. U.S. citizens not born in the U.S. will need to provide proof of citizenship. Permanent residents must present their Resident Alien Card and Foreign Nationals must present their Passport/Visa at the time of badging.

ALIEN REGISTRATION NO. OR VISA TYPE: Permanent residents must indicate their A#, Foreign Nationals their Visa Type (i.e., J-1, H-1).

CLEARANCE, DATE AND

ISSUING AGENCY (if applicable): Contractor employees only. Only required when the security clearance information is necessary for the work performed at JPL.

EMERGENCY CONTACT, ADDRESS,

TELEPHONE, CITY, STATE, ZIP CODE: All of the information of an individual who can be contacted in case of an emergency for the individual being badged.

REPRESENTING (COMPANY/AGENCY NAME or

SELF), ADDRESS, TELEPHONE, CITY, STATE, ZIP CODE: All of the information regarding the company or agency being represented by the individual being badged. If SELF, no additional information required.

SUBCONTRACT NO.: Contractor employees only. JPL's Subcontract number for the work being done.

END DATE: End date for the subcontract number listed.

DURATION OF ASSIGNMENT: Start and end date for the individuals access requirement.

JOB TITLE: Self-explanatory.

FLSA CATEGORY: Contractor employees only. Check either exempt or non-exempt.

JPL SUPERVISOR NAME,

SECTION, MAIL STOP, EXTENSION: Last, First, M.I., Section, Mail Stop and Extension of the JPL employee supervising or hosting the individual.

AUTHORIZATION TO START

CURRENT DATE and AUTHORIZED BY: Completed and signed by the cognizant individual as stated in paragraph 1, above, prior to or on the actual start date but prior to badging.

SEPARATION

SEPARATION DATE and AUTHORIZED BY: Completed and signed by the cognizant individual as stated in paragraph 1, above, after actual separation has been completed.



4800 Oak Grove Drive
Pasadena, California 91109

CONTRACTOR PERSONNEL ACCESS REQUEST

(Mail to Attention of: JPL Plant Protection Office, Building 180, Room 103)

Before a JPL badge is issued to contractor personnel for access to JPL facilities, this form must be completed by the contractor and the person requiring access and provided to the JPL Plant Protection Office. To allow for security processing, this form must be submitted at least 24 hours before the required access to JPL premises by the contractor personnel.

- | | Yes | No |
|--|-------|-------|
| 1. Have you ever been convicted of a felony? | _____ | _____ |
| 2. Have you ever been convicted of a misdemeanor which resulted in imprisonment? | _____ | _____ |
| 3. If you answered "Yes" to any of the above questions, please state the date, place, and circumstances. A conviction will not necessarily disqualify you from access to JPL premises. If you need additional space, please attach another sheet of paper. | | |

I certify that answers given herein are true and complete to the best of my knowledge, and I authorize investigation of all statements contained herein. I understand that misrepresentation or omission of facts could result in withdrawal or denial of access to JPL.

Date Signed

Required Access Date

Contract No.

Contractor Personnel Signature

Typed/Printed Name

Contracting Company

By: _____

Typed Name Phone No.



SEPARATION CLEARANCE - AFFILIATE PERSONNEL

This form must be completed when an Affiliate (non-JPL employee), who is badged for access to JPL, no longer requires badged access. Contractors who are employed for five working days or less do not require the inquiries, however the form must be signed by the supervisor and turned into the Security Office with the badge.

This form must be completed by the cognizant JPL representative from the organization who supervised or hosted the affiliate being separated.

NAME			REPRESENTING	
JPL SECTION NO.	JPL BADGE NO.	CONTRACT NO.	START DATE	SEPARATION DATE
INQUIRER'S SIGNATURE		DATE INQUIRY COMPLETED		TELEPHONE CLEARANCE ENTER NAME OF PERSON GRANTING CLEARANCE OR DRAW A DIAGONAL LINE IF PERSONAL CLEARANCE IS REQUIRED.
CLEARANCE POINTS <small>(TYPE & CHECKED / UNCHECKED TAPED GREEN PARKING PERMIT AND CREDENTIALS ISSUED WITHIN SECTION)</small>		BLDG. / ROOM	EXT.	PERSONAL CLEARANCE AN AUTHORIZED SIGNATURE MUST BE OBTAINED PERSONALLY WHERE CLEARANCE WAS NOT OBTAINED BY TELEPHONE.
				SIGNATURE AND DATE
1. ASSIGNED SECTION				JPL SUPERVISOR
2. RECORDS CENTER (STORED RECORDS)		512 - 200	7-9320	
3. INSTITUTIONAL INFORMATION SERVICES A. COMPUTER SYSTEMS, IPC SECURITY B. COMMUNICATIONS GROUP (TELEPHONE CREDIT CARDS)		602 - 106	4-6196	
		602 - 105	4-5904	
4. PROPERTY		201 - 201B	4-3357	
5. LOCKS AND KEYS		180 - 102	4-4935	
6. JIT OPERATIONS (GAS CYLINDER / DEBARIS)		316 - 103	4-5572	
7. GARMENT SERVICE		171 - 102	4-2512	
8. LIBRARY (UNCLASSIFIED LIBRARY DOCUMENTS)		111 - 113	4-3840	
9. CENTRAL DOCUMENT CONTROL (CLASSIFIED DOCUMENTS AND COMBINATION LOCKS)		180 - 102	4-8956	
10. SECURITY SECTION		180 - 102B		

REMARKS